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**MEMO**

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**DATE:**      **ORIG:** 2/23/2006      **RESENT:** 6/29/06  
**TO:**            ALL STATE AGENCIES  
**FROM:**        TRACIE PERREAULT  
**RE:**            T-PATCHES (PINK SHEETS) & OTHER INFORMATION

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To all departments sending FORTIS batches:

It is now required for you to use the newest version of t-patches (pink sheets) when submitting invoices, etc. to FORTIS (scanning/records). The newest version of t-patches has 4 bar codes on them vs. the older version with 2 bar codes. Any department that still has t-patches with only 2 bar codes should destroy them if they have less than 2 reams and contact Lisa Sparrow or Kandice Fleming at Maine Revenue Services for a new supply. If a department has more than 2 reams of t-patches they should return them to Lisa or Kandice with a request for the new t-patches.

Also please do not send items to FORTIS (scanning/records) folded. Use a large 10x12 envelope to mail all documents.

Please send multi-listings (documents with more than one ID number per a page) to OSC with out a barcode sheet or a T-patch.

Please continue sending OVER documents as normal.

If you have any questions please contact me preferably via email at: [tracie.perreault@maine.gov](mailto:tracie.perreault@maine.gov) or by phone: 626-8918. Thank you.

Addresses for MRS:

- Documents sent through interoffice mail:  
  
    Revenue Processing  
    Maine Revenue Services  
    24 SHS
- Documents sent through the U.S. Postal Service:  
  
    Maine Revenue Services  
    PO Box 1068  
    Augusta, ME 04332-1068
- Multi-Listings sent to Office of the State Controller:  
    OSC  
    Multi-Indexing (Listings/manifests)  
    14 SHS